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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 1

JANUARY 16, 1987

SUBJECT: PHYSICAL FITNESS COORDINATOR RESPONSIBILITIES

PURPOSE: Training Division recently conducted an instructional weight training seminar which authorized physical fitness coordinators to inspect Department—approved weight training equipment and to certify Department employees in the use of such equipment. This Order authorizes accredited physical fitness coordinators to certify Department employees in the use of weight training equipment and requires the regular inspection of such equipment.

PROCEDURE:

I. PHYSICAL FITNESS COORDINATOR—RESPONSIBILITIES.

A. **Training of Personnel.** Physical fitness coordinators certified by Training Division to train employees in the use of Department—approved weight training equipment shall:

- * Certify Department personnel in the use of approved weight machines and related equipment;
- * Review all reports relating to weight machine injuries within their assigned Area/division to ensure the involved officer was properly trained and the equipment was not defective; and,
- * Forward the names of employees certified in the use of Department—approved weight equipment to the Physical Fitness Unit, Training Division.

B. **Inspections of Weight Equipment.** Physical fitness coordinators assigned to geographic Areas shall conduct semi-weekly inspections of Department—approved Area weight equipment for safety hazards and advise the watch commander of the inspection for recordation on the Watch Commander's Daily Report, Form 15.80. If an unsafe condition is discovered, the physical fitness coordinator shall:

- * Place a sign in a conspicuous location on the machine advising concerned personnel of the hazard;
- * Telephonically contact the Department Athletic Director, Training Division, and be guided by the Director's advice; and,
- * Follow the procedures outlined in Manual Section 3/275.30.

Note: The commanding officers of the following locations shall assign their physical fitness coordinator to inspect Department—approved weight training equipment as indicated:

- * Training Division — Police Academy.
- * Central Area — Central Facilities Building.
- * Jail Division — Parker Center.
- * Van Nuys Area — Valley Headquarters Building.

II. TRAINING DIVISION—RESPONSIBILITIES. Upon receipt of the name of an employee certified in the use of Department—approved weight equipment, the Physical Fitness Unit, Training Division, shall:

- * Ensure that certification was accomplished by an accredited physical fitness coordinator; and,
- * Enter the name of the certified officer into the Training Management System file.

AMENDMENTS: This Order amends Sections 3/770.20, 3/770.30, and 3/772.10 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Training Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 2

FEBRUARY 2, 1987

SUBJECT: OUTSIDE POLICE AGENCY RESPONSIBILITIES—EXPANDED.

PURPOSE: This Order expands the investigative and arrest responsibilities of outside police agency officers. Outside police agency officers will be permitted to conduct the preliminary investigations of all crimes involving the loss of property regardless of the total dollar value. The investigative responsibility of the Los Angeles Housing Authority has been expanded to include the preliminary investigation of crimes occurring on Housing Authority property requiring follow-up by this Department. Additionally, Community College Police and Housing Authority officers arrest responsibilities have been expanded to include the completion of the booking process and related reports when they initiate an arrest. These revisions of Department procedures will enhance the professional relationship between outside agencies and this Department.

This Order does not change the procedures governing California Highway Patrol arrests.

PROCEDURE:

- I. **INVESTIGATIVE RESPONSIBILITY OF OUTSIDE POLICE AGENCY OFFICERS—EXPANDED.** Outside police agency officers will normally conduct routine preliminary investigations of crimes occurring on property designated as the concerned agency's responsibility. The responsibility for conducting follow-up investigations shall remain with this Department.

Note: This Department shall conduct both the preliminary and follow-up investigations of any complex felony crimes and crimes of violence involving the use of any weapon.

- II. **ARRESTS BY OUTSIDE POLICE AGENCY OFFICERS—EXPANDED.** Outside police agency officers initiating an arrest will complete the arrest, booking, and other related reports. Department personnel shall assume the responsibility for the follow-up investigation of the crime.

Officers of this Department shall assist the outside police agency officers with the booking and processing of their adult and juvenile arrestees, as well as evidence and property procedures, as necessary.

Note: Outside agency initiated arrests, other than Los Angeles Unified School District arrests, which require transportation to an outside custodial facility shall be the responsibility of the officer initiating the arrest.

Officers of the arresting agency shall care for the arrestee's vehicle when they are responsible for completing the investigation.

AMENDMENTS: This Order amends Sections 4/801, 4/810, and 4/850 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Headquarters Uniformed Services Group, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

FEBRUARY 20, 1987

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. **MEDICAL TREATMENT REQUIRED WHEN A CAROTID UPPER BODY CONTROL HOLD IS USED.** Department policy prohibits the use of the modified carotid, full carotid, or locked carotid upper body control hold in any situation other than one in which the use of deadly force is authorized. This Order requires employees to have the suspect examined by a physician any time a modified carotid, full carotid, or locked carotid upper body control hold is used on a suspect.

Whenever a modified carotid, full carotid, or locked carotid upper body control hold is used, the suspect shall be immediately examined by a physician at a contract hospital or jail dispensary.

Note: If the suspect is rendered unconscious and fails to regain consciousness immediately, officers shall request an ambulance.

AMENDMENT: This Order adds Section 4/648.07 to the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau, and the Commanding Officers of the Bureau of Special Investigation, Personnel and Training Bureau, and Support Services Bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. **DR ISSUANCE PROCEDURES—REVISED.** The Department Police Arrest and Crime Management Information System (PACMIS), implemented on January 1, 1986, requires some changes in DR number issuance procedures. Certain types of arrests do not require or qualify for a booking number. PACMIS has been programmed to issue arrestee DR numbers in lieu of booking numbers in order to accurately report the number of arrests to the Department of Justice. This Order revises procedures for obtaining DR numbers for certain types of arrests.

- A. **DR Number-Non-Booked Arrestees.** A DR number in lieu of a booking number shall be obtained for the following types of arrests:

- * Immediate cash bail out;
- * Juvenile contact only;
- * Non-booked juvenile; and,
- * Release from Custody when no booking number is required.

A separate DR number shall be obtained for connecting crime, property, or traffic reports and placed in the appropriate DR number boxes.

Procedures for determining the number of reports and DR numbers needed for crime reports are not affected by this Order.

- B. **Officer's Responsibilities.** An officer processing a non-booked arrestee shall obtain a DR number for the arrestee. The DR number shall be entered as follows:

- * Arrest Report — "booking number" box.
- * Notice to Appear (RFC), Form 5.2.2. — Below the RFC number located at the top of the Form.
- * Other reports — enter or cross reference as though the number was a booking number.

This DR number shall *not* be placed in the DR number space of any Department form.

AMENDMENTS: This Order amends Sections 5/040.28, 5/040.42, 5/040.56, and 5/4.1 of the Department Manual.

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AUDIT RESPONSIBILITY: The Commanding Officer, Automated Information Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- III. ROBBERY-HOMICIDE DIVISION RESPONSIBILITIES—REVISED.** A recent review of Robbery-Homicide Division (RHD) responsibilities revealed that certain special duties are outdated and no longer required. The reason for maintaining armored car permits no longer exists and the volume of robberies and robbery suspects involved has made it impractical for RHD to maintain a file of current photographs of *all* robbery suspects. Additionally, the automation of crime information relating to *all* homicides committed in the City by implementation of the Homicide Information Tracking Management Automation Network (HITMAN) eliminates the need for maintaining a file of unsolved murders. This Order deletes RHD's responsibility to maintain photographs of all robbery suspects, files of permits for armored cars, files of unsolved murders, and liaison with the California Highway Patrol (CHP) and adds the responsibility for maintaining HITMAN.

Effective immediately, Robbery-Homicide Division will no longer be responsible for the following special duties:

- * Maintaining liaison with the CHP to answer all correspondence from the CHP regarding armored car permits;
- * Maintaining files of CHP permits authorizing the use of armored cars in the City;
- * Maintaining files of unsolved murders; and,
- * Maintaining current photographs of all robbery suspects.

Robbery-Homicide Division is responsible for maintaining the Homicide Information Tracking Management Automation Network (HITMAN) system.

AMENDMENTS: This Order amends Sections 2/1045.23, 2/1045.33, and 2/1045.45, and deletes Sections 2/1045.26 and 2/1045.47 of the Department Manual.

- IV. DETECTIVE HEADQUARTERS DIVISION, FIELD INVESTIGATION RESPONSIBILITIES—REVISED.** Detective Headquarters Division deploys field detectives to provide immediate investigative assistance and expertise at major crime scenes, and to conduct death investigations when Area detectives are unavailable. Area detective divisions within Operations-Valley Bureau are currently staffed to respond to any given investigative situation within their geographical boundaries on a 24-hour-a-day basis. This Order rescinds the responsibility of Detective Headquarters Division to conduct field investigations in Operations-Valley Bureau.

Detective Headquarters Division, Field/Liaison Section, is no longer responsible for the following duties within Operations-Valley Bureau:

- * Conducting preliminary investigations involving dead bodies and providing investigative expertise and advice at homicide and major crime scenes when the concerned investigative division is closed;
- * Assuming duties of other investigative divisions when personnel of such divisions are unavailable and immediate action is deemed appropriate; and,
- * Rebooking juveniles booked as adults when the division handling the investigation is closed.

Note: Watch commanders of Operations-Valley Bureau Areas shall notify the appropriate detectives when an investigation is required in one of the above incidents.

AMENDMENT: This Order amends Section 2/1042.31 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of Headquarters Detective Services Group, Operations-Headquarters Bureau, and Operations-Valley Bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

MARCH 13, 1987

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. DRIVING-UNDER-THE-INFLUENCE ARREST REPORT AUDIT PROCEDURES.** A recent Department audit has revealed a need to enhance accountability and ensure the security of adult misdemeanor Driving-Under-the-Influence (DUI) arrest reports under Department control. This Order assigns the responsibility for conducting semi-annual audits of Department adult misdemeanor DUI arrests to Evaluation and Administration Section, Office of Operations.
- A. **Evaluation and Administration Section, Office of Operations—Responsibilities.** Evaluation and Administration Section, Office of Operations, shall conduct semi-annual audits of adult misdemeanor DUI arrests made by this Department. The audits shall be completed by comparing the PACMIS adult misdemeanor DUI arrestee list furnished by Automated Information Division to the daily DUI arrestee submission lists provided by the Court Liaison Units. The results of the audits shall be submitted to the Director, Office of Operations.
- B. **Automated Information Division—Responsibility.** Automated Information Division shall furnish a PACMIS print-out of all Department adult misdemeanor DUI arrests to Evaluation and Administration Section semi-annually.
- C. **Court Liaison Units—Responsibility.** Court Liaison Units shall furnish copies of all DUI arrest submission lists signed by the City Attorney's Office to Evaluation and Administration Section semi-annually.

AMENDMENTS: This Order amends Sections 2/920.01, 2/1036.10, 2/1112.02 and 2/1113.03 of the Department Manual.

AUDIT RESPONSIBILITY: The Assistant to the Director, Office of Operations, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. JUVENILE ARREST REPORT, FORM 5.2—REVISED DISTRIBUTION.** Currently, the Department does not maintain a centralized file of juvenile arrest reports. In 1985, Records and Identification Division acquired the automated Microfilmed Arrest Record System (MARS). This system has made it feasible for Records and Identification Division to assume the responsibility for maintaining juvenile arrest reports. This Order revises the distribution of, and responsibility for retaining, the original Arrest Report, Form 5.2, for a juvenile arrestee from the geographic Area/division to Records and Identification Division.

Effective immediately, the original Arrest Report, Form 5.2, of a juvenile arrested for a printable offense shall be forwarded to the Criminal Records Section, Records and Identification Division, after determination of the final disposition of the case.

AMENDMENTS: This Order amends Sections 5/5.2—88, and 5.9—15 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Records and Identification Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

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- III. TIMEKEEPING PROCEDURES—REVISED.** Recent audits of Department timekeeping procedures have disclosed a timekeeping practice in several divisions which improves upon the required procedure. This Order implements revised procedures for timekeeping.

Time books shall be marked to accurately reflect the attendance record for each employee. Adjustments of less than eight hours to an employee's regular work day shall be indicated by using the appropriate time book variation code followed by the number of hours and/or tenths of hours used (e.g., to indicate the use of four hours of accumulated overtime, the time book shall be marked ~~TO~~¹~~4.0~~, or two hours of sick time off marked ~~SK~~¹~~2.0~~).

Note: Sick and vacation time can only be used in increments of whole hours.

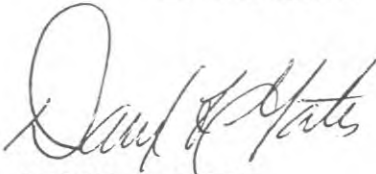
AMENDMENT: This Order amends Section 3/705.40 of the Department Manual.

AUDIT RESPONSIBILITY: Each bureau commanding officer and the Commanding Officer, Fiscal Operations Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- IV. RADIO DESIGNATION FOR EVALUATION AND ADMINISTRATION SECTION.** Evaluation and Administration Section, Office of Operations, personnel are often required to conduct field audits and evaluations. In the interest of officer safety, this Order establishes a radio designation for the Evaluation and Administration Section.

The radio designation for the Evaluation and Administration Section is "1P".

AMENDMENT: This Order amends Section 4/110.20 of the Department Manual.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 5

APRIL 3, 1987

SUBJECT: CHILD ABUSE REPORTING—REVISED

PURPOSE: Assembly Bill 505, effective January 1, 1986, amended and added reporting requirements of law enforcement agencies as it relates to child abuse investigations. The Bill requires a telephonic notification and the forwarding of a written report to the licensing agency of any child abuse investigation involving a foster home, child care facility, or preschool. The Bill also deletes the requirement to send the Department of Justice a written report if any alleged child abuse proves to be unfounded. This Order implements the provisions of the Assembly Bill.

PROCEDURE:

- I. PRELIMINARY INVESTIGATION—REVISED.** Officers conducting a preliminary investigation of child abuse at a licensed foster home or child care facility shall immediately telephone the Los Angeles County Department of Children's Services Hotline (Zenith 2-1234).

Note: Officers in the field can obtain the Zenith number by dialing "0" for the commercial operator and asking for the number. When officers are at a City facility, they may obtain the Zenith number by dialing "0" for the City Hall operator.

Officers shall provide the Los Angeles County Department of Children's Services with the following information:

- * Reporting officer's name and serial number;
- * Victim's name;
- * Present location of the victim;
- * Nature and extent of injury;
- * What led the officer to believe that the injury was a suspected child abuse; and,
- * Name and address of the foster home or child care facility.

- II. FOLLOW-UP INVESTIGATION—REVISED.** Detectives assigned a case of suspected child abuse shall complete a Department of Justice (DOJ) Child Abuse Preliminary Investigation Report, DOJ Form 8583. Copies shall be forwarded within 36 hours to the following agencies:

- * Los Angeles County Department of Children's Services. In all cases.
Los Angeles County Department of Children's Services
11911 South Vermont Avenue
Los Angeles, California 90044
- * Los Angeles County District Attorney's Office. In all cases.
Los Angeles County District Attorney's Office
Child Abuse Unit (772 Hall of Records)
320 West Temple Avenue
Los Angeles, California 90012
- * State of California Department of Social Services. In those cases where the child abuse is alleged to have occurred at a day care facility, preschool, or at any **State** licensed foster care home.
State of California
Department of Social Services
Community Care Licensing Division
107 South Broadway, Room 6016
Los Angeles, California 90012

Note: In cases involving **State** licensed child care, the detective shall immediately or as soon as practically possible telephone the State of California Department of Social Services at (213) 620-3276 and provide them with the same information listed in Section I of this Order.

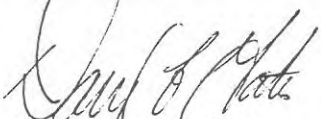
- * Department of Justice (DOJ). In those cases where the investigation has determined that the incident did occur.
Department of Justice
Bureau of Criminal Statistics and Special Services
P.O. Box 13417
Sacramento, California 95813
Attention: Child Abuse Central Registry

DISTRIBUTION "A"

APRIL 3, 1987

AMENDMENT: This Order amends Section 4/218.51 of the Department Manual.

AUDIT REPSONSIBILITY: The Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

APRIL 24, 1987

SUBJECT: VEHICLE LOANS

PURPOSE: A pilot program involving the use of loaned vehicles in Operations-Valley Bureau has assisted officers conducting undercover investigations. This Order expands the use of loaned vehicles and activates the Hold Harmless Agreement, Form 11.35.0.

PROCEDURE:

- I. LOANED VEHICLES—DEFINITION AND USE.** A loaned vehicle is defined as any vehicle temporarily loaned without cost to the Department by an automobile dealership or other business. Use of these vehicles is restricted to the specific purpose authorized by the concerned bureau commanding officer but in no event should the vehicle be used for pursuit or other high speed driving.

If a loaned vehicle is used in the Home-Garaging Program, the loaned vehicle shall be substituted for a City vehicle that is normally taken home. The number of take-home vehicles shall not exceed the number of home-garaging authorities assigned to the concerned entity.

Loaned vehicles shall be considered City vehicles, and all rules and regulations pertaining to use of City vehicles shall apply.

- II. HOLD HARMLESS AGREEMENT, FORM 11.35.0—ACTIVATED.** The Hold Harmless Agreement, Form 11.35.0, is activated for use in the Department vehicle loan program.

- A. Use of Form.** This form is used to provide automobile dealerships or other businesses who loan vehicles to the Department limited protection against liabilities and damages which may result from Department use of their vehicles. A separate Hold Harmless Agreement is required for each dealership or business.

Note: The form must be signed by both the City Attorney's Office and the Chief of Police.

The following requirements apply to the Hold Harmless Agreement:

- * The form is valid from the date the form is signed by the Chief of Police.
- * The Exhibit "A" attachment shall list all vehicles loaned to the Department from an automobile dealership or other business.
- * All subsequent additions or deletions of vehicles loaned by a dealership or business require the completion of a new Exhibit "A". The new Exhibit "A" shall be distributed in the same manner as the Hold Harmless Agreement.

Note: The involved Department entity shall ensure that the dealership or business signs the concerned entity's copy of the Exhibit "A" upon return of any loaned vehicles. The signature will indicate that the vehicles have been returned in an acceptable condition.

- B. Completion.** Each Hold Harmless Agreement form shall be signed by a deputy city attorney from the General Counsel Division, City Attorney's Office, prior to being forwarded to the Chief of Police for signature.

- C. Distribution.**

- 1 — Original, concerned automobile dealership or other business
- 1 — Motor Transport Division
- 1 — Concerned bureau

3 TOTAL

- III. HOLD HARMLESS AGREEMENT, EXHIBIT "A", FORM 11.35.1—ACTIVATED.** The Hold Harmless Agreement, Exhibit "A", Form 11.35.1, is activated for use in the Department Vehicle Loan Program.

- A. Use of Form.** This form is used to list all vehicles loaned to the Department from an automobile dealership or other business.

DISTRIBUTION "A"

B. **Completion.** Each Hold Harmless Agreement, Exhibit "A", Form 11.35.1, shall be completed by the Department employee obtaining the loaned vehicle(s). Upon return of the loaned vehicle, a representative of the automobile dealership shall inspect the loaned vehicle, and sign the Hold Harmless Agreement, Exhibit "A", indicating that the vehicle(s) was returned in good condition.

C. **Distribution.**

- 1 — Original, concerned automobile dealership or other business
- 1 — Motor Transport Division
- 1 — Concerned Bureau

3 TOTAL

IV. **BUREAU COMMANDING OFFICER—RESPONSIBILITY.** Bureau commanding officers are responsible for approval and coordination of loaned vehicles within their command, and ensuring that the following actions are completed prior to the use of loaned vehicles:

- * Determine the specific need for the use of loaned vehicles;
- * Ensure that a valid Hold Harmless Agreement, Form 11.35.0, between the bureau entity and the automobile dealership or other business is on file at Motor Transport Division.
- * Prepare and forward an Intradepartmental Correspondence, Form 15.2, to the Chief of Police via the chain of command. The Form 15.2 shall contain a brief summary of the activity involved and the maximum number of vehicles to be used. (The number of vehicles in use at any time shall not exceed the maximum number approved). If a Hold Harmless Agreement is to be forwarded to the Chief of Police for signature, it shall be attached to the Form 15.2

Note: Bureaus who intend to borrow vehicles from an automobile dealership or other business located outside of their bureau shall, prior to contacting the dealership, contact the commanding officer of the bureau in which the dealership is located and coordinate the use of the loaned vehicles. This will ensure that no automobile dealership is overburdened.

- * Cause each loaned vehicle to be inspected for any damage prior to delivery, bringing any damage to the attention of the owner.
- * Cause each loaned vehicle to be safety inspected by Motor Transport Division (MTD). Any vehicle failing to meet MTD safety standards shall not be used.

Exception: Vehicles borrowed from car rental agencies and which are to be used for a period of five days or less need not be inspected by MTD. A car rental agency is any business where the primary service offered is *daily* car rental. A dealership that offers car rentals secondary to the selling of automobiles is not considered a rental agency for the purpose of this Order.

- * Obtain a temporary shop number from MTD for each loaned vehicle.

Whenever a vehicle is added or deleted, a new Exhibit "A" shall be prepared and MTD shall be immediately notified.

V. **MOTOR TRANSPORT DIVISION—RESPONSIBILITY.** Motor Transport Division (MTD) is responsible for:

- * Conducting mechanical safety inspections of loaned vehicles prior to deployment in the field;
- * Assigning a temporary shop number to each loaned vehicle;
- * Providing fuel, make-up oil (not including oil and filter changes), minor emergency repairs, and emergency towing; and,
- * Providing minor repairs and adjustments as approved by the Commanding Officer, MTD.

Note: Vehicle damage caused by a traffic accident or as a result of enforcement activities shall not be repaired using Department facilities unless authorized by the Commanding Officer, MTD.

- * Maintaining a special file for loaned vehicles to include:
 - * Issuance of temporary shop numbers;
 - * Continuous listing of active loan vehicles; and,
 - * Quarterly expenditures on loaned vehicles.

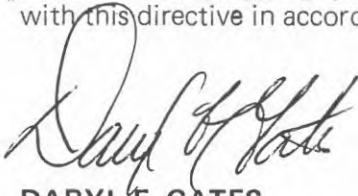
APRIL 24, 1987

VI. LOANED VEHICLES INVOLVED IN TRAFFIC ACCIDENTS. Traffic accidents involving loaned vehicles shall be considered "City Property Involved" as defined in Section 4/405.10 of the Department Manual. Investigation and related reports shall be completed in accordance with current procedures.

AVAILABILITY OF FORM: Copies of the Hold Harmless Agreement, Form 11.35.0, and Hold Harmless Agreement Exhibit "A", Form 11.35.1, are provided with this Order and shall be photocopied as needed until they become available through Supply Division.

AMENDMENTS: This Order adds Sections 3/583, 3/583.50, 3/583.60, 3/583.70, 3/583.80, 5/11.35.0, and 5/11.35.1 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Fiscal Support Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

Attachments

DISTRIBUTION "A"

HOLD HARMLESS AGREEMENT

In consideration of (bailor) lending the Police Department of the City of Los Angeles (bailee) the number of automobiles of the make, model, year and serial number listed in Exhibit "A" attached hereto, bailee agrees as follows:

1. To take possession of said automobiles and to return them to bailor on the dates indicated for such delivery and return on said Exhibit "A".

2. To indemnify and hold bailor harmless from and against any loss, liability, claim, or damage including damage to bailor's property, arising out of any act or omission by bailee, except for losses resulting from mechanical failure of the automobiles and wear and tear attributable to reasonable use. This indemnification shall also extend to reasonable attorneys fees that may be incurred by bailor as a result of bailee's use of such vehicles.

3. This Agreement shall be effective until revoked by the bailor or bailee. During the term of this Agreement additional or substitute automobiles may be loaned by bailor to bailee and this Agreement shall apply thereto provided that a new Exhibit "A" is completed and attached hereto by the parties indicating the number of automobiles, the make, model, year, and serial number of each, and the dates for pickup by bailee and return to bailor of all such automobiles. (Council File No. 82-2077).

Dated: _____

DARYL F. GATES
Chief of Police
City of Los Angeles

APPROVED AS TO FORM AND LEGALITY

JAMES K. HAHN, City Attorney

By _____
Assistant City Attorney

Unit: _____

Bailor (Name, Address, Telephone)

COMPLETE IN TRIPLICATE

BAILOR: _____

DATE: _____

ADDRESS: _____

DEPARTMENT

ENTITY: _____

HOLD HARMLESS AGREEMENT
EXHIBIT "A"

MAKE	MODEL	YEAR	SERIAL NO.	OBTAINED ON	RETURNED ON
------	-------	------	------------	-------------	-------------

The vehicles indicated were returned to the bailor in good condition.

(s) _____
Bailor or authorized agent

LAPD FORM 11.35.1 (4/87)

ORIGINAL - CONCERNED AUTOMOBILE DEALERSHIP OR
1 - OTHER BUSINESS
1 - MOTOR TRANSPORT DIVISION
1 - CONCERNED BUREAU

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7

JUNE 12, 1987

SUBJECT: PROCEDURES FOR HANDLING CURRENCY OF FEMALE ARRESTEES TO BE BOOKED AT SYBIL BRAND INSTITUTE—REVISED

PURPOSE: An allegation concerning theft of an arrestee's property is among the most serious and potentially damaging complaints which can be made against a Department employee. In cases where the arrestee's property is transferred from the custody of the Department to another agency, every reasonable effort must be made to protect Department employees from the undeserved aggravation and embarrassment of unfounded theft allegations. This Order revises procedures for the packaging of U.S. currency received from adult female arrestees who will be incarcerated at Sybil Brand Institute.

PROCEDURE:

Officers booking an adult female arrestee at Sybil Brand Institute (SBI) shall perform the following duties *prior* to transporting the arrestee to SBI:

- * Allow the arrestee to retain up to \$40.00 in U.S. currency on her person;
- * Have a supervisor verify the amount of currency retained by the arrestee and the amount to be packaged in the plastic property bag, and initial the "retained" and "deposited" boxes on the Los Angeles Consolidated Booking Form, Form 5.1.2; and,
- * Place the currency to be deposited in a coin envelope and seal it in the upper portion of the plastic property bag.

Note: The property bag shall be sealed in the presence of the supervisor verifying the amount and, whenever practicable, in the arrestee's presence.

Upon delivering the female arrestee to SBI, the arrestee's personal property shall be presented to the reception employee, who will remove the coin envelope (containing the arrestee's currency) from the plastic property bag and instruct the officer to deliver the envelope to the SBI cashier. The cashier will verify the amount of currency to be deposited and issue a "deposit ticket" (LASD FORM SH-J-251A). The officer shall give the arrestee the prisoner's copy (green) of the "deposit ticket", and submit the depositor's copy (white) with the Booking and Identification Record page of the Form 5.1.2 or 5.1.0.

Note: The depositor's copy shall be distributed with the Booking and Identification Record page and retained at Records and Identification Division.

AMENDMENT: This Order amends Section 4/604.45 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau and the Commanding Officers of the Bureau of Special Investigation and Support Services Bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

Original Printed 6-5-87

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 8

JULY 7, 1987

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions to the Department Manual.

PROCEDURE:

I. ASSIGNMENT OF PROBATIONARY OFFICERS DURING TERMINATION PROCESS.

Probationary police officers are afforded every opportunity to demonstrate their potential and ability to become a permanent Los Angeles Police Officer. Unfortunately, some probationary officers are unable to do so and their employment as a police officer must be terminated. The interests of probationary officers and the Department are best served with a procedure which requires probationary officers subject to termination to be placed on inactive duty pending the completion of the termination process. This Order establishes a procedure for the assignment of probationary officers to inactive duty during the termination process.

After determining that a probationary officer should be recommended for termination for unsatisfactory duty performance or disciplinary reasons, the commanding officer shall prepare an Intradepartmental Correspondence, Form 15.2, requesting approval to place the officer on inactive duty. The 15.2 shall be forwarded via the chain of command to and approved by the Director of the Office of Administrative Services *prior* to assigning the probationary officer to inactive duty.

Upon receiving the approval of the Director of the Office of Administrative Services to assign a probationary officer to inactive duty, the commanding officer shall:

- * Ensure that the probationary officer is provided with a copy of the termination request which includes the basis for the termination recommendation and the reason(s) for assignment to inactive duty.
- * Provide the probationary officer with a letter documenting that the commanding officer has:
 - * Met with the probationary officer;
 - * Discussed the reason(s) for assignment to inactive duty; and,
 - * Informed the probationary officer of the conditions of inactive duty in accordance with Section 3/840.20.
- * Ensure that a copy of the letter given to the probationary officer is attached to the termination request submitted through Department channels; and,
- * Obtain *all* City-owned property in possession of the probationary officer for safekeeping.

AMENDMENT: This Order adds Section 3/728.27 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

JULY 7, 1987

II. PROBATIONARY POLICE OFFICER EVALUATION REPORT, FORM 01.78.1 - REVISED.

With the implementation of the Field Training Manual, Training Division field tested the Probationary Officer Evaluation Report, Temporary Form 229. The field test determined that the Temporary Form 229 was a more effective report than the current Probationary Police Officer Evaluation Report, Form 1.78.1. This Order revises the Probationary Police Officer Evaluation Report, Form 1.78.1, and reporting procedures.

The Probationary Police Officer Evaluation Report, Form 1.78.1, has been revised to comply with the new Field Training Manual.

During the 27th through the 48th week (Phase II) of the probationary period, each probationary police officer shall be rated *weekly* on the Form 1.78.1. Following the 48th week (Phase III) of the probationary period, the Form 1.78.1 shall be completed at the conclusion of each *deployment period* during the remainder of the officer's probationary period.

Note: When the commanding officer of a probationary officer determines to extend the Phase II training, probationary ratings shall be continued on a weekly basis until the probationer is passed to Phase III.

FORMS AVAILABILITY: The revised form is available at Supply Division. The obsolete forms shall be bundled and marked "Obsolete-Destroy" and returned to Supply Division.

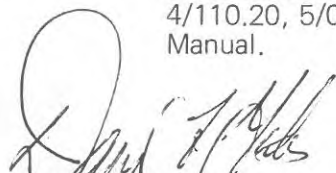
AMENDMENT: This Order amends Section 3/760.40 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Division, shall monitor compliance of this directive in accordance with Department Manual Section 0/080.30.

III. REALIGNMENT OF FORGERY UNITS. The transfer of outlying forgery units into Bunco-Forgery Division (BFD) will facilitate the coordination and training of personnel assigned to conduct forgery investigations and will enhance the Department's ability to deal with organized forgery and counterfeiting rings operating within the City. This Order transfers Valley Forgery Section, Operations-Valley Bureau, and Harbor and West Los Angeles Area Forgery Units to Bunco-Forgery Division.

Note: This Order does not affect the distribution of reports or the booking of evidence and arrestees.

AMENDMENTS: This Order amends Sections 2/1044.01, 2/1044.31, 2/1044.33, 2/1125.01, 4/110.20, 5/030.50, 5/030.66, and 5/080.96, and deletes Section 2/1112.01 of the Department Manual.



DARYL F. GATES
Chief of Police

PRD

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 9

JULY 24, 1987

SUBJECT: WARRANT PROCEDURES—REVISED

PURPOSE: Presently, investigating officers seeking an arrest warrant must complete a Warrant Notice — Suspect Description, Form 8.48. If a warrant is issued and the information is to be entered into the National Crime Information Center (NCIC), the officer must also complete an Entry Request — NCIC Wanted Person File, Form 8.03, which contains much of the same information as the Form 8.48. To avoid duplication, and to conform to the contemporary data entry guidelines of the Federal Bureau of Investigation, these forms have been combined.

PROCEDURE:

I. ENTRY REQUEST — NCIC WANTED PERSON FILE—DEACTIVATED. The Entry Request — NCIC Wanted Person File, Form 8.03, is deactivated. The revised Form 8.48 will be used to enter information into the NCIC system.

II. WARRANT NOTICE — SUSPECT DESCRIPTION—RETITLED AND REVISED. The Warrant Notice — Suspect Description, Form 8.48, is retitled Warrant Information and is revised to include information to be entered into NCIC.

A. Use of Form. This form is used by investigating officers to provide a physical description of an outstanding suspect for which a felony or misdemeanor complaint is being sought, and to request entry of felony warrant or temporary felony want information into the NCIC — Wanted Person File.

Note: The procedures relating to warrant requests, warrant notifications, and entry of warrant information into the NCIC system remain unchanged. Numerically Coded Fingerprint (NCF) classifications shall be converted to NCIC fingerprint classifications.

B. Completion Instructions. The investigating officer requesting a warrant to be issued shall check the "Warrant Request" box and complete as much of the form as possible, including "Additional Information for Warrant Request/Notification", and forward the form to the Complaint Officer.

If a warrant is issued, the Complaint Officer shall mark the "Warrant Notification" box, complete the "Complaint Officer Use Only" section, and return the form to the investigating officer.

If the warrant is to be entered into the NCIC system, the investigating officer shall obtain either definite or tentative extradition approval from the Extradition Section, District Attorney's Office. If approval is granted, the investigating officer shall mark the "Extradition Approved" box, check the "Felony Warrant" box or the "Temporary Felony Want" box at the top of the form under "NCIC Entry Request", and after obtaining commanding officer approval forward the form to Records and Identification (R&I) Division for NCIC entry.

C. Distribution.

Original — R&I Division
1 — Investigator's Case Envelope

FORM AVAILABILITY: The Warrant Information, Form 8.48, is available at Supply Division. Return unused stock of the Entry Request — NCIC Wanted Person File, Form 8.03, and the Warrant Notice — Suspect Description, Form 8.48, to Supply Division, bundled and marked "Obsolete—Destroy."

AMENDMENTS: This Order deletes Section 5/8.03.0 and amends Sections 4/725.10, 4/728.10, 4/728.15, 4/728.18, and 5/8.48.0 of the Department Manual.


DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 10

AUGUST 7, 1987

SUBJECT: INVESTIGATIONS OF NON-INJURY OFFICER-INVOLVED SHOOTINGS - REVISED

PURPOSE: This Order revises investigative procedures for intentional officer-involved shootings (OIS) where no injury occurs, and establishes OIS investigation teams within each Area/division.

PROCEDURE:

- I. NON-INJURY OIS INVESTIGATION STATEMENTS.** The statements of involved officers and witnesses of *intentional* shootings shall be tape recorded. If a shooting is questionable as to the category into which it may fall, it shall be considered intentional and the statements shall be tape recorded.

Exception: Statements taken during the investigation of an animal or accidental shooting shall *not* be tape recorded.

II. NON-INJURY OIS INVESTIGATION TEAMS

- A. Geographic Area - Responsibilities.** Each Area commanding officer shall establish a non-injury officer involved shooting investigation team within the Area detective division. All non-injury *intentional* shootings by sworn officers shall be investigated by the officer involved shooting team of the officer's Area/division of assignment.
- B. Specialized Units within the Office of Operations.** Commanding officers and section officers-in-charge of major crime task forces, CRASH units, and any other formal or informal units that exist shall establish a non-injury officer involved shooting team consisting of supervisors. All non-injury *intentional* shootings by sworn officers shall be investigated by the specialized unit's non-injury officer involved shooting team.
- C. Divisions and Sections within the Office of Special Services, and Anti-Terrorist Division - Responsibilities.** Commanding officers of divisions within the Office of Special Services, and the Commanding Officer, Anti-Terrorist Division, shall establish non-injury OIS teams within their divisions. Narcotics Division shall investigate all non-injury OIS's for Public Affairs Section. These teams shall consist of supervisors and shall investigate non-injury *intentional* OIS's involving personnel from their respective divisions/sections.
- D. Office of Administrative Services - Responsibilities.** The Director, Office of Administrative Services, shall establish a non-injury OIS team consisting of a cadre of supervisors from the divisions within the Office of Administrative Services. This team shall investigate non-injury *intentional* OIS's involving personnel of the Office of Administrative Services.
- E. Office of the Chief of Police.** The Chief of Staff, Office of the Chief of Police, shall establish a non-injury OIS team consisting of a cadre of supervisors from the Office of the Chief of Police. This team shall investigate non-injury *intentional* OIS's involving personnel of the Office of the Chief of Police.

Exception: Non-injury *intentional* OIS's involving the Chief's and Mayor's drivers shall be handled by Robbery-Homicide Division.

NOTE: Robbery-Homicide Division shall maintain investigative responsibility for staff or command officer-involved shootings where no gunshot wound was inflicted on any person, in compliance with Department Manual Section 2/1045.61.

DISTRIBUTION "A"

AUGUST 7, 1987

- F. Animal and Accidental Shootings.** All animal and accidental shootings shall be investigated by a supervisor or detective from the involved officer's division of assignment.

AMENDMENTS: This Order amends Section 3/795.45 of, and adds Section 3/794 to, the Department Manual.

AUDIT RESPONSIBILITY: The Commission Services Coordinator shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

A handwritten signature in dark ink, appearing to read 'Daryl F. Gates', is written over the printed name.

DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 11

AUGUST 10, 1987

SUBJECT: REPORTING INCIDENTS MOTIVATED BY HATRED OR PREJUDICE.

PURPOSE: The incidents covered by this Order are those that are motivated by hatred or prejudice arising from differences in race, religion, ethnic background, culture or lifestyle. The serious nature of such incidents within the City of Los Angeles mandates a standardized method of gathering and maintaining information in respect to those incidents. Detective Support Division has been given the responsibility for maintaining information relative to these incidents and for the investigation or the coordination of the investigation of selected incidents of this nature. This Order states the Department's policy on, and defines, incidents motivated by hatred or prejudice and instructs employees how to report them.

POLICY: It is the policy of the Los Angeles Police Department to ensure that the rights of all people guaranteed by the constitutions of the United States and the State of California are protected. When such rights are infringed upon by violence, threats or other harassment, the Department will use every necessary resource to rapidly and decisively identify the suspects, arrest them and bring them to justice.

Acts or threats of violence motivated by hatred or prejudice are serious. Such acts generate fear and concern among victims and the public and have the potential of recurring, escalating, and possibly causing counter-violence.

PROCEDURE:

I. INCIDENTS MOTIVATED BY HATRED OR PREJUDICE - DEFINED. An incident motivated by hatred or prejudice is any malicious or offensive act directed against an individual or group based upon their race, religion, ethnic background, culture, or lifestyle. Incidents of this nature include criminal and noncriminal acts. Noncriminal acts include, but are not limited to, activity which would cause an individual, or members of such groups, to feel threatened or intimidated.

II. REPORTING INCIDENTS MOTIVATED BY HATRED OR PREJUDICE - EMPLOYEE RESPONSIBILITIES.

A. Investigation by Field Units. Field units assigned to calls or discovering incidents motivated by hatred or prejudice shall:

- * Investigate the incident and take appropriate action;
- * Telephonically notify the Administrative Information Unit, Detective Headquarters Division, of the incident; and
- * Complete a Preliminary Investigation Report (PIR) and/or Arrest Report on all incidents motivated by hatred or prejudice and write "Motivated by Hatred or Prejudice" in the MO portion of the report.

If the circumstances of an incident do not provide the corpus delicti of a specific crime, a short form PIR shall be completed and titled "Hatred Incident." In cases where there is no specific crime do not list persons possibly responsible for the incident as suspects; such persons shall be listed in the "Involved Persons" section of the PIR.

NOTE: A PIR shall be completed whenever an officer becomes aware of any incident, whether criminal or noncriminal, which meets the criteria of an incident motivated by hatred or prejudice as defined in this Order. The unwillingness of the victim of an incident motivated by hatred or prejudice to sign a report, or the absence of a victim to the incident, does not exempt officers from the requirement to complete a PIR of the incident. Examples of short form PIR's describing incidents motivated by hatred or prejudice, one with a reporting person and one without, are attached to this Order.

DISTRIBUTION "A"

- B. Geographic Detective Division — Responsibilities.** Upon receipt of a crime report involving an incident motivated by hatred or prejudice, the assigned detective *shall* complete a Follow-up Investigation, Form 3.14, within ten working days of the date assigned reporting the results of the investigation. If the investigation reveals that the incident was not in fact motivated by hatred or prejudice, the assigned investigator shall complete a Form 3.14 and enter "**NOT MOTIVATED BY HATRED OR PREJUDICE**" on the first line in the narrative portion of the report.

NOTE: A Form 3.14 shall be completed on *noncriminal* incidents at the discretion of the Area commanding officer.

The detective supervisor approving the completed Form 3.14 shall ensure a copy is forwarded to the Area commanding officer and Criminal Conspiracy Section.

- C. Area Commanding Officers Responsibilities.** All reports involving incidents motivated by hatred or prejudice within an Area shall be reviewed by the concerned Area commanding officer. The Area commanding officer shall:

- * Evaluate the social impact on the community from each incident;
- * Ensure that the appropriate follow-up investigations have been initiated and completed in a timely manner;
- * Provide assurance to victims of incidents motivated by hatred or prejudice that the Department is actively pursuing the necessary investigation to remedy the situation; and,
- * Review all follow-up investigations involving incidents motivated by hatred or prejudice.

III. CRIMINAL CONSPIRACY SECTION, DETECTIVE SUPPORT DIVISION—RESPONSIBILITY. Criminal Conspiracy Section (CCS) shall be responsible for:

- * The collection, maintenance, and dissemination of statistics on all incidents motivated by hatred or prejudice occurring within the City:

NOTE: Upon receipt of a Form 3.14 indicating that a previously reported incident was determined in fact not to have been motivated by hatred or prejudice that incident shall not be included in the statistics.

- * Analysis of such incidents for the purpose of identifying trends, modus operandi, and responsible parties to assist the Department to respond appropriately; and,
- * The investigation or the coordination of an investigation involving an incident motivated by hatred or prejudice as directed by the Commanding Officer, Operations-Headquarters Bureau.

NOTE: Anti-Terrorist Division (ATD) responsibilities are not affected by this Order and remain unchanged.

IV. DETECTIVE HEADQUARTERS DIVISION—RESPONSIBILITIES. Upon notification of an incident motivated by hatred or prejudice, Detective Headquarters Division shall:

- * Note the incident on the 24-hour Occurrence Log; and,
- * Make notifications as required for violent or major incidents motivated by hatred or prejudice.

V. COMMUNICATIONS DIVISION—RESPONSIBILITY. Communications Division *shall* dispatch a unit whenever a call for service involves any incident motivated by hatred or prejudice.

VI. REPORT DISTRIBUTION. Whenever a Preliminary Investigation Report or Follow-up is made in conjunction with any incident motivated by hatred or prejudice the distribution shall be as follows:

- 1 - Original, R&I CMRS (with ADRIS printout)
- 1 - Anti-Terrorist Division
- 1 - Community Relations Section, OCOP
- 1 - Criminal Conspiracy Section
- 1 - Automated Information Division
- 1 - Record Unit, Area of occurrence
- 1 - Specialized Detective Division
- 1 - Analytical Investigative Unit (Area Dets.)
Investigative Unit (Area Dets.)
- 2 - If no suspect in custody
- 5 - If felony suspect in custody

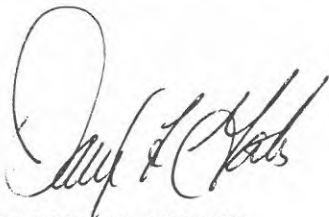
Plus if Combined Evidence Report:

- 1 - (Face sheet only - attached to the Property Report) - Property room with the evidence.

FORMS AVAILABILITY: The Preliminary Investigation Report, Form 3.1, and Arrest Report, Form 5.2, will be revised at the next printing to add a checkbox within the MO portion for incidents motivated by hatred or prejudice.

AMENDMENTS: This Order adds Sections 1/522, 4/203.25, and 5/3.1 L to, and amends Sections 2/1043.21, 4/214.50 and 5/030.66 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

PRELIMINARY CASE SCREENING <input checked="" type="checkbox"/> SUSPECT / VEHICLE NOT SEEN <input checked="" type="checkbox"/> PRINTS OR OTHER EVIDENCE NOT PRESENT <input checked="" type="checkbox"/> MO NOT DISTINCT <input checked="" type="checkbox"/> PROPERTY LOSS LESS THAN \$5000 <input checked="" type="checkbox"/> NO SERIOUS INJURY TO VICTIM <input type="checkbox"/> ONLY ONE VICTIM INVOLVED		PRELIMINARY INVESTIGATION OF HATRED INCIDENT					
VICTIM		INVEST. DIV. CENT		DR 87 - EXAMPLE			
		LAST NAME, FIRST, MIDDLE (FIRM IF BUSINESS) UNKNOWN		SEX -	DESC. -	AGE -	DOB -
		ADDRESS A - N/A		ZIP -		PHONE -	
		B - N/A		C - N/A		D - N/A	
PREMISES (SPECIFIC TYPE) BUSINESS PARKING LOT		DR. LIC. NO. (IF NONE, OTHER ID & NO) N/A		OCCUPATION N/A			
ENTRY 459/BFV <input type="checkbox"/> FRONT <input type="checkbox"/> REAR <input type="checkbox"/> SIDE <input type="checkbox"/> ROOF <input type="checkbox"/> FLOOR <input type="checkbox"/> OTHER		POINT OF ENTRY -		POINT OF EXIT -			
METHOD -		LOCATION OF OCCURRENCE <input type="checkbox"/> SAME AS V'S <input type="checkbox"/> RES. <input checked="" type="checkbox"/> BUS. 215 South Broadway		R.D. 111			
INSTRUMENT - TOOL -		DATE & TIME OF OCCURRENCE 9-8-87 0630hrs		DATE & TIME REPORTED TO PD 9-8-87 0630hrs			
VICT'S VEH. (IF INVOLVED) - YEAR, MAKE, TYPE, COLOR, LIC. NO. -		TYPE PROPERTY STOLEN / LOST / DAMAGED <input type="checkbox"/> 3.4 GIVEN None		STOLEN / LOST \$ N/A			
NOTIFICATIONS (PERSON & DIVISION) Sgt Slinkard, DHD		CONNECTED REPORTS (TYPE & DR) None		RECOVERED \$ N/A			
EST. DAMAGED ARSON / VAND. \$ N/A		PRINTS BY PREI / LV ATTEMPT <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N OBTAINED <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N					
MO IF LONG FORM, LIST UNIQUE ACTIONS. IF SHORT FORM, DESCRIBE SUSPECT'S ACTIONS IN BRIEF PHRASES, INCLUDING WEAPON USED. DO NOT REPEAT ABOVE INFO, BUT CLARIFY REPORT AS NECESSARY. IF ANY OF THE MISSING ITEMS ARE POTENTIALLY IDENTIFIABLE, ITEMIZE AND DESCRIBE ALL ITEMS MISSING IN THIS INCIDENT IN THE NARRATIVE.							
Ofc on patrol obs'd trash bin at above location to have a large placard glued to the container. The placard was imprinted with a swastika, hangman's noose and the words "The time is now! Take up arms to separate the races!"							
REPORTING EMPLOYEE(S) Y. FARRELL		INITIALS, LAST NAME Y. FARRELL		SERIAL NO. 6997			
DIV / DETAIL 1L78		PERSON REPORTING <input checked="" type="checkbox"/> Ofc		SIGNATURE -			
NOTE: IF SHORT FORM AND VICTIM / PR ARE NOT THE SAME, ENTER PR INFORMATION IN INVOLVED PERSONS SECTION		OR RECEIVED BY PHONE <input type="checkbox"/>					

Complete below sections if any Preliminary Case Screening boxes are not checked.

SUSP'S VEHICLE	YEAR	MAKE	MODEL	TYPE	Interior	Exterior	Body		Windows	
					COLOR:	1 2 3 4 5 6	1 2 3 4	5 6 7 8	1 2 3 4	5 6 7 8
COLOR (S)		VEH LIC. NO		STATE	1 BUCKET SEATS 2 DAMAGED INSIDE	1 CUSTOM WHEELS 2 PAINTED INSCRIPT. 3 LEVEL ALTERED 4 RUST / PRIMER 5 CUSTOM PAINT 6 VINYL TOP	1 DAMAGE 2 MODIFIED 3 STICKER 4 LEFT	5 RIGHT 6 FRONT 7 REAR	1 DAMAGE 2 CUST TINT 3 CURTAINS 4 LEFT	5 RIGHT 6 FRONT 7 REAR

SEX	DESC.	HAIR	EYES	HEIGHT	WEIGHT	AGE	CLOTHING	NAME, ADDRESS, DOB, IF KNOWN; NAME, BKG. NO., CHARGE, IF ARRESTED.
S-1	PERSONAL ODDITIES (UNUSUAL FEATURES, SCARS, TATTOOS, ETC.)							Weapon (VERBAL THREATS, BODILY FORCE, SIMULATED GUN, ETC IF KNIFE OR GUN, DESCRIBE FULLY)
S-2								

INVOLVED PERSONS		W - WITNESS	R - PERSON RPTG.	S - PERSON SECURING (459)	D - PERSON DISCOVERING (459)	P - PARENT	
NAME	SEX	DESC	DOB	ADDRESS	CITY	ZIP	PHONE
DR. LIC. NO. (IF NONE, LIST OTHER ID & NO.)							

NARRATIVE 1) LIST ADD'L SUSPS., VICTS., & INVOLVED PERSONS 2) RECONSTRUCT OCCURRENCE, INCL. ALL ELEMENTS OF CORPUS DELICTI. 3) IF N/IT USING EVID. CONTINUATION FORM, DESCRIBE EVIDENCE INCL. PRINTS, STATE LOCATION FOUND AND BY WHOM, GIVE DISPOSITION. 4) SUMMARIZE OTHER DETAILS, INCL. WHEN & WHERE PERSONS WITH NO PHONE CAN BE LOCATED. 5) INDICATE TYPE OF TRANSLATOR NEEDED FOR ANY INVOLVED PERSON. 6) LIST ITEMS MISSING.

[illegible]

VICTIM INDEMNIFICATION INFORMATION (IF APPLICABLE):					IS ANY OF THE VICTIM'S PROPERTY MARKED WITH AN OWNER APPLIED IDENTIFICATION NUMBER? IF "YES," EXPLAIN IN NARRATIVE. YES <input type="checkbox"/> NO <input type="checkbox"/>
--	--	--	--	--	--

APPROVAL AND REVIEW	SUPERVISOR APPROVING		SERIAL NO.	DETECTIVE SUPERVISOR REVIEWING		SERIAL NO.
	DATE & TIME REPRODUCED	DIVISION	CLERK	Category		

Los Angeles Police Department
PRELIMINARY INVESTIGATION OFCombined
EVID.
Report☐ MULTIPLE DRS ON THIS REPORT

PRELIMINARY CASE SCREENING

- ☒ SUSPECT ~~UNKNOWN~~ NOT SEEN
☒ PRINTS OR OTHER EVIDENCE NOT PRESENT
☒ MO NOT DISTINCT
☒ PROPERTY LOSS LESS THAN \$5000
☒ NO SERIOUS INJURY TO VICTIM
☒ ONLY ONE VICTIM INVOLVED

PREMISES (SPECIFIC TYPE)
STREET

ENTRY 459/BFV

POINT OF ENTRY

POINT OF EXIT

- ☐ FRONT
☐ REAR
☐ SIDE
☐ ROOF
☐ FLOOR
☐ OTHER

METHOD

INSTRUMENT / TOOL

VICTIM

LAST NAME, FIRST, MIDDLE (FIRM IF BUSINESS)

JONES, JASON WILLIAM

ADDRESS

R- 207 South Broadway

R- 2911 Overland Avenue

DR. LIC. NO. (IF NONE, OTHER ID & NO.)

NONE

INVEST. DIV.

CENT

DR

87 - EXAMPLE

SEX

DESC

AGE

DOB

M BLK 10/5-5-77

ZIP

90012

PHONE

485-7111

90064

838-6529

OCCUPATION

STUDENT

LOCATION OF OCCURRENCE

SAME AS V'S

☒ RES ☐ BUS.

R.D.

123

PRINTS BY PREL. INV.

ATTEMPT Y ☒OBTAINED Y ☒

DATE & TIME OF OCCURRENCE

9-7-87 1000hrs/9-8-87 0730hrs

DATE & TIME REPORTED TO PD

9-8-87 0745

TYPE PROPERTY STOLEN/LOST/DAMAGED

☐ 3.4 GIVEN

N/A

STOLEN/LOST

\$ N/A

RECOVERED

\$ N/A

EST. DAMAGED

\$ N/A

VICTIM'S VEH. (IF INVOLVED) - YEAR, MAKE, TYPE, COLOR, LIC. NO.

NOTIFICATIONS (PERSON & DIVISION)

Det G. Guthrie, DHD

CONNECTED REPORTS (TYPE & DR)

None

MO IF LONG FORM, LIST UNIQUE ACTIONS. IF SHORT FORM, DESCRIBE SUSPECT'S ACTIONS IN BRIEF PHRASES, INCLUDING WEAPON USED. DO NOT REPEAT ABOVE INFO, BUT CLARIFY REPORT AS NECESSARY. IF ANY OF THE MISSING ITEMS ARE POTENTIALLY IDENTIFIABLE, ITEMIZE AND DESCRIBE ALL ITEMS MISSING IN THIS INCIDENT IN THE NARRATIVE.

Vict stated that upon leaving his resid to go to school, he obs'd a veh pkd in front of

the resid with a Nazi swastika painted on it and the words "We don't want your kind here!"

Vict was visibly shaken. Veh GOA.

MOTIVATED BY
HATRED/PREJUDICE ☒DOMESTIC
VIOLENCE ☐REPORTING
EMPLOYEE(S)

INITIALS, LAST NAME

SERIAL NO.

DIV./DETAIL

C. FARRELL

6996

1L77

PERSON
REPORTING

SIGNATURE

OR RECEIVED BY PHONE -

Refused

NOTE: IF SHORT FORM AND VICTIM / PR ARE NOT THE SAME, ENTER PR INFORMATION IN INVOLVED PERSONS SECTION

Complete below sections if any Preliminary Case Screening boxes are not checked.

SUSP'S VEHICLE	YEAR	MAKE	MODEL	TYPE	Interior COLOR	Exterior	Body	Windows
81	HONDA	PRELUDE	2 DR	RED	1 CUSTOM WHEELS 2 PAINTED INSCRIPT. 3 LEVEL ALTERED 4 RUST / PRIMER 5 CUSTOM PAINT 6 VINYL TOP	1 DAMAGE 2 MODIFIED 3 STICKER 4 LEFT	5 RIGHT 6 FRONT 7 REAR	1 DAMAGE 2 CUST TINT 3 CURTAINS 4 LEFT
COLOR (\$)	VEH LIC. NO.	STATE						
GREY	1 LEC 189	CA						

SEX	DESC.	HAIR	EYES	HEIGHT	WEIGHT	AGE	CLOTHING	NAME, ADDRESS, DOB, IF KNOWN; NAME, BKG. NO., CHARGE, IF ARRESTED.
S-1 PERSONAL ODDITIES (UNUSUAL FEATURES, SCARS, TATTOOS, ETC.)								Weapon / VERBAL THREATS, BODILY FORCE, SIMULATED GUN, ETC IF KNOWN (R GUN, DESCRIBE FULLY)
S-2								

INVOLVED PERSONS	W - WITNESS	R - PERSON RPTG.	S - PERSON SECURING (459)	D - PERSON DISCOVERING (459)	P - PARENT		
NAME	SEX	DESC	DOB	ADDRESS	CITY	ZIP	PHONE
DR. LIC. NO. (IF NONE, LIST OTHER ID & NO.)							

ITEM #	QUAN.	ARTICLE	SERIAL #	BRAND	MODEL #	MISC. (COLOR, SIZE, INSCRIPTIONS, CALIBER, ETC.)	DOLLAR VALUE
NARRATIVE 1) LIST ADD'L SUSPS, VICTS., & INVOLVED PERSONS. 2) RECONSTRUCT OCCURRENCE, INCL. ALL ELEMENTS OF CORPUS DELICTI. 3) IF NOT USING EVID CONTINUATION FORM, DESCRIBE EVIDENCE INCLUDE PRINTS, STATE LOCATION FOUND AND BY WHOM. GIVE DISPOSITION. 4) SUMMARIZE OTHER DETAILS, INCL. WHEN & WHERE PERSONS WITH NO PHONE CAN BE LOCATED. 5) INDICATE TYPE OF TRANSLATOR NEEDED FOR ANY INVOLVED PERSON. 6) LIST ITEMS MISSING.							

ITEM #	QUAN.	ARTICLE	SERIAL #	BRAND	MODEL #	MISC. (COLOR, SIZE, INSCRIPTIONS, CALIBER, ETC.)	DOLLAR VALUE
VICTIM INDEMNIFICATION INFORMATION (IF APPLICABLE):							

IS ANY OF THE VICTIM'S PROPERTY MARKED WITH AN OWNER'S APPLIED IDENTIFICATION NUMBER?

IF "YES", EXPLAIN IN NARRATIVE. YES ☐ NO ☐APPROVAL
AND
REVIEW

SUPERVISOR APPROVING

SERIAL NO.

DETECTIVE SUPERVISOR REVIEWING

SERIAL NO.

DATE & TIME REPRODUCED

DIVISION

CLERK

Category

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 12

AUGUST 28, 1987

SUBJECT: AUTOMATED WANT/WARRANT SYSTEM ARRESTS - AMENDED

PURPOSE: As a result of the stipulated judgement and permanent injunction in the *Smith vs. Gates* lawsuit, the Automated Want/Warrant System (AWWS) arrest procedures have been amended. This Order amends procedures for identifying arrestees claiming not to be the subject of an AWWS warrant and revises the issuance procedures of the Los Angeles Police Department Clearance Document, Form 8.20, and the Certificate of Release, Form 8.16.

PROCEDURE:

I. REQUESTING AWWS INFORMATION - OFFICER'S RESPONSIBILITIES. Officers requesting AWWS information shall provide both the paternal and maternal last name of a Spanish surnamed suspect, unless it is determined that only one name is used.

II. PRE-ARREST PROCEDURES - OFFICER'S RESPONSIBILITIES. Prior to arresting, transporting, or booking a suspect pursuant to a positive response to an AWWS inquiry, officers presented with a Los Angeles Police Department (LAPD) Clearance Document, Form 8.20, or other similarly reliable document issued by another Los Angeles County law enforcement agency or court by the suspect shall:

- * Review the number and issue date of the AWWS warrant response via the Mobile Digital Terminal or radio; and
- * Compare that information to the warrant number and issue date on the LAPD or other Los Angeles County law enforcement agency or court clearance document.

The suspect shall not be arrested for the AWWS warrant if the issuance date of the AWWS warrant is more than 30 days prior to that of the LAPD or other Los Angeles County law enforcement agency or court clearance document.

III. PRE-BOOKING PROCEDURES - ARRESTING OFFICER'S RESPONSIBILITIES. An arresting officer shall immediately conduct a search of all reasonably available records relating to the suspect or wanted person whenever a suspect claims *not* to be the person named on an AWWS warrant.

If the suspect is booked pursuant to the AWWS warrant, officers shall record the following information, with respect to each warrant, in the Arrest Report, Form 5.2:

- * List each of the specified records checked and list those records which were not checked, and the reasons therefore. The arresting officer may discontinue the record search if positive identification of the suspect is established;
- * State that there are no other reasonably available records that are known to the officer that could have been reviewed which might identify or assist in identifying either the suspect or wanted persons; and,
- * Articulate the specific facts which give probable cause to believe the arrestee is the wanted person.

IV. WARRANT CLEARANCE PROCEDURES - INVESTIGATING OFFICER'S RESPONSIBILITIES. Whenever an individual voluntarily submits to an AWWS warrant check at an Area or division, an investigating officer shall conduct a records search to determine if the individual has any outstanding warrants. If there are no outstanding warrants for the individual, the investigating officer shall issue the LAPD Clearance Document, Form 8.20, to the individual.

NOTE: The Form 8.20 shall be issued within two hours of the individual's warrant check or sent by registered mail within 10 days if it is unfeasible to complete the warrant check at the time of request.

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AUGUST 28, 1987

If the investigating officer finds that the individual is wanted on an outstanding warrant, the investigating officer shall comply with established pre-booking procedures.

NOTE: The above procedures apply only to AWWWS warrants. No clearance document shall be issued for, or apply to, National Crime Information Center (NCIC) warrants.

V. CUSTODIAL JAILER - RESPONSIBILITIES. The concerned custodial jailer shall allow misdemeanor arrestees booked pursuant to a warrant immediate access to their property if the arrestees claim that the property contains evidence that they are not the suspect listed on the warrant. If the misdemeanor arrestee authorizes, the property shall be released to any third party designated by the arrestee.

VI. RECORDS AND IDENTIFICATION DIVISION - RESPONSIBILITIES. An AWWWS warrant that caused the wrong suspect to be booked shall be purged from AWWWS. Purged warrants shall not be reactivated or re-entered into the AWWWS data base unless:

- * The purged warrant is a felony warrant, felony want, or felony commitment; and,
- * The Commanding Officer, Records and Identification Division, determines that the purged warrant, on its face or as supplemented by data obtained through additional investigation, contains sufficient reliable, descriptive information about the wanted person to justify re-entry.

NOTE: A warrant that has been purged from the AWWWS data base and is subsequently recalled by the court and reissued after the addition of *new* descriptor information may be re-entered into the AWWWS data base if the warrant meets the minimum input requirements.

The arrest disposition of an arrestee booked on the wrong warrant shall *not* be communicated (as part of the criminal arrest history of the arrestee) to the:

- * California Department of Justice;
- * Federal Bureau of Investigation; or,
- * Any local, state, or national organization, agency, or data collection service.

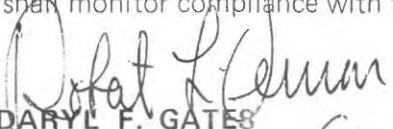
If an arrest record is communicated to an above listed entity and it is subsequently determined that the arrestee is not the suspect listed on the warrant, a copy of the arrest and disposition records shall be forwarded within 30 days of the determination to the concerned agency and the last known address of the arrestee indicating that the person was arrested on a warrant issued for another person. "Purge the records of the arrest" shall be noted in red at the top of the form.

VII. ISSUANCE OF CERTIFICATE OF RELEASE, FORM 8.16 - REVISED. An employee shall issue the Certificate of Release, Form 8.16, to an arrestee who has been booked pursuant to an AWWWS warrant and thereafter cleared.

VIII. ISSUANCE OF LOS ANGELES POLICE DEPARTMENT (LAPD) CLEARANCE DOCUMENT, FORM 8.20 - REVISED. In addition to established procedures, an employee shall issue the LAPD Clearance Document, Form 8.20, to an arrestee booked on the wrong AWWWS warrant and thereafter cleared.

AMENDMENTS: This Order amends Sections 4/611.05, 4/611.10, 4/611.30, and 4/775.13 of, and adds 4/611.27 and 4/611.55 to, the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Support Services Bureau, and each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 13

OCTOBER 23, 1987

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department and Tactical Manuals.

PROCEDURE:

- I. RESPONSIBILITIES FOR THE FILING OF CRIMINAL CASES INVOLVING DEPARTMENT EMPLOYEES.** Criminal cases involving Department employees are best submitted to the appropriate prosecuting agency by a single Department entity. This procedure will help ensure that the appropriate criminal investigation *and* administrative review are properly completed in each case while maintaining Department-wide coordination. This Order assigns the responsibility for submitting criminal cases resulting from personnel complaint investigations, exclusively to Internal Affairs Division.

Internal Affairs Division shall assume responsibility for submitting criminal cases involving a Department employee's actions within the City to the appropriate prosecuting agency for filing consideration. Other Department entities, completing personnel complaint investigations which establish prima facie evidence of the commission of a criminal offense within the City by Department employees, shall submit the completed investigation to Internal Affairs Division for presentation to a prosecuting agency.

AMENDMENTS: This Order amends Sections 2/720.21 and 3/837.30 of the Department Manual.

AUDIT RESPONSIBILITY: The Director, Office of Special Services, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. ARREST OF FOREIGN NATIONALS, NOTIFICATION - REVISED.** United States international treaty obligations require in the case of certain countries, that the appropriate consular officials be notified when foreign nationals are arrested or detained. These notifications have to be made even if the arrestee or detainee does not want the notification to be made. This Order revises notification procedures whenever foreign nationals are arrested or detained by this Department.

A. Officers Responsibilities. Officers arresting or detaining a foreign national shall notify Detective Headquarters Division (DHD) of the arrest or detention whether or not the foreign national wants the consulate notified.

B. Detective Headquarters Division - Responsibilities. Detective Headquarters Division shall be guided by the *Department of State Guidelines Regarding Foreign Nationals Arrested or Detained in The United States*, and make the appropriate notifications to the concerned consular officials.

AMENDMENT: This Order amends Section 4/284.46 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Operations-Headquarters Bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

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- III. PRELIMINARY INVESTIGATION REPORT, FORM 3.1 — REVISED.** The preliminary Investigation Report (PIR), Form 3.1, is being revised to enhance the Department's ability to reduce property-related crimes and to return stolen or lost property to the rightful owner. The revision established check boxes on the PIR to indicate whether any reported missing or stolen property was marked with an owner-applied identification number. Employees conducting a preliminary investigation where property is taken or lost shall mark the appropriate check box on the PIR indicating whether the property was marked with an owner-applied identification number. If the property was marked, the reporting employee shall explain how the property was marked in the narrative portion of the PIR.

FORM REVISION: The Preliminary Investigation Report, Form 3.1, will be revised at the next routine printing. Until the revised forms become available, employees shall comply with the procedures contained in Office of Operations Order No. 29, 1986, Operations-Identification Program.

AMENDMENT: This Order amends Section 5/030.40 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each geographic operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

IV. ASSIGNMENT OF SWORN PERSONNEL TO ADVANCED PAYGRADES - REVISED.

Through a cooperative effort between the Department and the Police Protective League, an agreement has been reached which eliminates oral evaluation boards and paygrade advancement pools for Detective III, Sergeant II, Detective II and Police Officer III. This Order revises qualification requirements for the assignment of sergeants, detectives and police officers to advanced paygrade positions.

- A. PAYGRADE ELIGIBILITY REQUIREMENTS.** The requirements necessary to be eligible for consideration for advanced paygrade assignments are indicated below following each paygrade classification.

- B. Police Officer III.** A Police Officer II is eligible for consideration for advancement by:

- * Acquiring one and one-half years of experience as a police officer and by achieving a passing score on a written examination; or,
- * Having completed 10 years of service.

- C. Police Sergeant II.** The following are eligible for consideration for advancement to Sergeant II:

- * A Sergeant with dual-assignment status; or,
- * One year of experience as a Sergeant I; or,
- * A post probationary Detective who has a minimum of one year experience in the class of Sergeant.

NOTE: Dual-assignment Sergeant: Officers appointed to the rank of sergeant prior to February 24, 1972, have dual-assignment status. Dual-assignment sergeants who satisfy eligibility and qualification requirements may be assigned to either Sergeant or Detective positions.

- D. Police Detective II.** The following are eligible for consideration for advancement to Detective II:

- * A Sergeant with dual-assignment status; or,
- * One year of experience as a Detective I; or,
- * A post probationary Sergeant who has a minimum of one year experience in the class of Detective.

E. **Police Detective III.** The following are eligible for consideration for advancement to Detective III:

- * A Sergeant with dual-assignment status, who has one year of investigative experience at the Detective II or Detective III level (time assigned as a divisional vice supervisor or Internal Affairs Division investigating officer may be substituted); or,
- * One year of experience at the Detective II level.

F. **Police Lieutenant II.** A Lieutenant with one year in rank is eligible for consideration for advancement to Lieutenant II.

G. **Police Captain II and Police Captain III.** A Police Captain with one year in rank is eligible for consideration for advancement to either Police Captain II or Police Captain III.

H. **Police Deputy Chief II.** A Police Deputy Chief may be advanced to a Police Deputy Chief II position upon assignment by the Chief of Police.

AMENDMENTS: This Order amends Sections 3/763.05 and 3/763.25 and deletes Sections 3/763.20, 3/763.30, and 3/763.35 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

V. **COMPLETION OF THE REQUEST FOR TRANSFER AND/OR CHANGE IN PAYGRADE, FORM 1.40 - REVISED.**

To ensure compliance with the Department's Affirmative Action goals and the City's requirement to monitor goal achievement, the completion and retention requirements of the Request for Transfer and/or Change in Paygrade, Form 1.40, have been revised. The names, serial numbers, gender, and ethnicity of those employees who have applied for an advance paygrade assignment or bonus pay position and were not selected shall be listed on the back of the original copy of the Form 1.40 submitted for the successful candidate. Additionally, any documentation generated in the selection process for an advance paygrade assignment or bonus pay position, as well as disapproval of a lateral transfer request, shall be retained in the concerned Area/division in accordance with Section 12.3 of the Los Angeles Administrative Code Records Management Program. The documentation shall be retained for a period of ten years:

- * Three years in the concerned Area/division; and
- * Seven years at the Records Retention Center.

NOTE: "Transfer Documentation" shall be included on the Records Retention Schedule, Form General 60, as required by the Los Angeles Administrative Code.

FORM REVISION: The Request for Transfer and/or Change in Paygrade, Form 1.40, will be revised at the next routine printing to reflect this requirement. Existing stock *shall* be used until depleted.

AMENDMENT: This Order amends Section 5/1.40 of the Department Manual.

VI. **CERTIFICATION OF STANDARD OF SERVICE FOR MERIT PAY, FORM 1.37 - REVISED.**

The determination of whether or not a sworn employee (lieutenant and below) receives a merit pay increase is made by the employee's commanding officer. The bureau commanding officer's approval is not necessary when the merit pay increase is approved. This Order deletes the requirement to have a bureau commanding officer's approval for merit pay increase for lieutenants and below.

- A. ROUTING OF THE CERTIFICATION OF STANDARD OF SERVICE FOR MERIT PAY FORM 1.37 — REVISED.** The requirement to route the Form 1.37 to the bureau commanding officer of sworn employees of the rank of lieutenant and below is deleted when the merit pay increase has been approved by the employee's commanding officer. The concerned commanding officer, upon approving the merit pay increase, shall forward the completed Certification of Standard of Service, Form 1.37 to Fiscal Operations Division.

NOTE: This form revision does not affect current procedures regarding the disapproval of an officer's merit pay increase.

FORM AVAILABILITY: The Certification of Standard Service for Merit Pay, Form 1.37, will be revised at the next routine printing. Existing stock shall be used until exhausted.

AMENDMENT: This Order amends Section 3/765.10 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Fiscal Operations Division, shall monitor compliance of this directive in accordance with Manual Section 0/080.30.

- VII. TACTICAL MANUAL AMENDMENT.** Field Jail Unit composition, functions and procedures have been redesigned to streamline mass arrest processing. Further, the revised processing enables usage of the Automated Mass Arrest Booking System when the Department exhausts or anticipates exhaustion of its routine and special capabilities to handle arrestees during a mass arrest situation.

The position of Escort Officer has been created to perform many duties formerly required of the arresting officer, thereby enabling the arresting officer to return to the field without delay.

Additionally, revised procedures assign responsibilities for updating the Decentralized Automated Booking Information System (DABIS) to the Field Jail Unit as required.

AMENDMENTS: This order revises Tactical Manual Sections A/328 through A/328.06 and A/341, and deletes Sections A/328.07 and A/341.03. Additionally, it revises extensively Volume B, Section 300.


DARYL F. GATES
Chief of Police
for:

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14

NOVEMBER 6, 1987

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. GUIDELINES FOR THE USE OF PEN REGISTERS.** Pen registers are considered restricted items of electronic surveillance equipment. In addition to obtaining a search warrant and serving it on the telephone company providing the service to be recorded, Department employees shall follow the procedures outlined in Department Manual Section 3/568.10, including the requirement to complete an Authorization to Use Restricted Electronic Surveillance Equipment, Form 12.41, whenever pen registers are to be used.

FORMS REVISION: The Authorization to Use Restricted Electronic Surveillance Equipment, Form 12.41, will be revised at the next routine printing to verify the necessity for the obtaining of a search warrant for the use of restricted electronic surveillance equipment. Pending the publication of the revised Form 12.41, employees shall include on the current form whether or not a search warrant was required, following the equipment identification numbers, in the "Description of Equipment" box.

AMENDMENT: This Order amends Section 3/568.05 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Scientific Investigation Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. AUTOMATED INFORMATION DIVISION NAME CHANGE AND REALIGNMENT OF THE EMERGENCY COMMAND CONTROL COMMUNICATIONS SYSTEM.** This Order renames Automated Information Division to Information Resources Division (IRD) and transfers the Emergency Command Control Communications System (ECCCS) Section from Communications Division to Information Resources Division.

A. Automated Information Division — Name Change. Automated Information Division is renamed Information Resources Division (IRD).

B. Emergency Command Control Communications System— Transferred. The Emergency Command Control Communications System (ECCCS) Section is transferred from Communications Division to Information Resources Division.

MANUAL AMENDMENTS: This Order amends Sections 2/064, 2/307.63, 2/630.01, 2/630.05, 2/630.10, 2/630.15, 2/640.01, and 2/640.15 of the Department Manual. The other sections of the Department Manual in which Automated Information Division is mentioned by name will be amended as the pages are reprinted.

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- III. REPORTING OF CHILD ABUSE/NEGLECT TO DEPARTMENT OF JUSTICE.** Currently, detectives investigating cases of child abuse or severe neglect are required by law to initially report these crimes to the Department of Justice (DOJ) Child Abuse Unit on a Child Abuse Investigation Report, DOJ Form SS 8583. This Order expands the responsibility of the concerned detective to include the submission of a supplemental DOJ Form SS 8583 when the victim dies as a result of the abuse or neglect.

A. Detective Responsibility. When the victim of child abuse or neglect dies, the investigating detectives shall immediately forward a completed supplemental Child Abuse Investigation Report, DOJ Form SS 8583, to the Department of Justice (DOJ) Child Abuse Unit.

AMENDMENT: This Order amends Section 4/218.51 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau and the Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- IV. REASSIGNMENT OF RESPONSIBILITY FOR PROCESSING REQUESTS FOR APPEARANCES OF THE MOTORCYCLE DRILL TEAM.** Currently, Public Affairs Section, Bureau of Special Investigation, is responsible for approving and processing requests for the appearance of the Motorcycle Drill Team. These duties have been evaluated and have been determined to be more consistent with the duties of the Department Traffic Coordinator and Traffic Coordination Section, Office of Operations. This Order transfers the responsibility of processing requests for the appearance of the Motorcycle Drill Team to Traffic Coordination Section. The Department Traffic Coordinator shall be responsible for the approval of such requests.

AMENDMENTS: This Order amends Sections 2/850.07, 2/907.12, and 2/930.10 of the Department Manual.

AUDIT RESPONSIBILITY: The Director, Office of Operations, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- V. DISTRIBUTION OF BOMB THREAT REPORTS—REVISED.** The California Department of Justice (DOJ) has informed the Department that it no longer reviews or has a need for reports of bomb threats. Effective immediately, distribution of the Preliminary Investigation Report, Form 3.1, involving a bomb threat is revised to delete the requirement to forward a copy of the report to the DOJ Threat Analysis Center.

Note: The California Department of Justice will continue to review reports of actual bombings.

AMENDMENT: This Order amends Section 5/3.1-82 of the Department Manual.

VI. RESPONSIBILITY FOR DEATH INVESTIGATIONS ON FREEWAYS WITHIN THE CITY. A recent incident revealed that some confusion exists among Department employees concerning the responsibility for death investigations on freeways within the City. This Order outlines procedures to follow when a conflict arises between Department and California Highway Patrol personnel over the responsibility of handling death investigations on freeways.

- A. Death Investigations on Freeways within the City.** The California Highway Patrol (CHP) has the primary responsibility for the investigation of deaths resulting from traffic accidents on freeways within the City. The Department is responsible for the investigation of *all* other deaths which occur on freeways within the City.
- B. Officers' Responsibility.** Officers who are called to the scene of an incident involving a death on a freeway shall conduct a preliminary investigation and make the required notifications when it is determined to be the investigative responsibility of the Los Angeles Police Department. When a conflict arises between Department and CHP personnel regarding investigative responsibility for the incident, a Department supervisor shall be requested immediately.
- C. Supervisors' Responsibility.** A supervisor at the scene of a death on a freeway within the City shall ensure that the call is properly handled and that the appropriate notifications are made.

AMENDMENT: This Order adds Section 4/238.15 to the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each geographic operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

VII. LATENT FINGERPRINT REPORT, FORM 5.16—REVISED AND RETITLED. The implementation of the Automated Fingerprint Identification System (AFIS) has greatly increased the Department's ability to identify fingerprints. The Latent Fingerprint Report, Form 5.16, has been retitled and revised to allow Scientific Investigation Division (SID) to better document additional information and to provide a more efficient method of storing latent print lifts, while reducing time expended by SID personnel.

- A. Latent Fingerprint Report, Form 5.16—Revised and Retitled.** The Latent Fingerprint Report, Form 5.16, is retitled Latent Print Envelope/Report. Revision of this form will provide SID with a storage envelope for latent prints and provide space to capture additional information.
- B. SID Responsibility.** Upon the receipt of a request by a field unit for SID to conduct a latent print investigation, SID personnel shall:
 - * Complete a Latent Print Envelope/Report; and,
 - * At the completion of the latent print investigation, enter all pertinent information obtained from the investigation on the Form 5.16, and use the Form 5.16 to store all related latent print lifts, photos, and related material.

NOVEMBER 6, 1987

Note: If the result of the investigation is positive, the front side of the form shall be photocopied and the photocopy shall be forwarded to the concerned detective.

FORM AVAILABILITY: The revised Latent Print Envelope/Report, Form 5.16, is available at Supply Division. All remaining stock of this form shall be bundled, marked "Obsolete-Destroy", and returned to Supply Division.

AMENDMENT: This Order amends Section 5/5.16 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Scientific Investigation Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 15

NOVEMBER 20, 1987

SUBJECT: APPEAL PROCESS WHEN ADVERSE COMMENTS ARE TO BE INCLUDED IN THE PERSONNEL FILE OF FORMER EMPLOYEES

PURPOSE: The Department must abide by the Public Safety Officers Procedural Bill of Rights Act (Government Code Section 3300 et. seq.) when placing adverse information in the personnel file of a former sworn Department employee. This Order assigns the Commanding Officers of Internal Affairs Division and Personnel Division, the responsibility for notifying former sworn employees when adverse comments are to be placed into the former sworn employee's personnel file.

PROCEDURE:

I. COMMANDING OFFICER, INTERNAL AFFAIRS DIVISION — RESPONSIBILITIES.

The Commanding Officer, Internal Affairs Division, shall notify a former Department sworn employee, via registered mail, when it has been determined that a sustained personnel complaint investigation involving the employee is to be placed in his/her personnel file.

Upon receipt of a written appeal requesting that adverse information involving the personnel complaint investigation not be included in the personnel file of a former sworn employee, the Commanding Officer, Internal Affairs Division, shall:

- * Review the appeal and information to be included in the personnel file;
- * Approve or deny the appeal;
- * Notify the former employee of the determination of his/her appeal; and,
- * Forward the report to the Commanding Officer, Personnel Division, for filing.

Note: The decision of the Commanding Officer, Internal Affairs Division, is final. When no response is received within 30 days following the notification of the former sworn employee, the investigation is to be marked "No Response", and forwarded to Personnel Division and placed in the personnel file.

II. COMMANDING OFFICER, PERSONNEL DIVISION — RESPONSIBILITIES.

The Commanding Officer, Personnel Division, shall notify a former Department sworn employee, via registered mail, when it has been determined that adverse information not involving a personnel complaint is to be placed in his/her personnel file.

Upon receipt of a written appeal requesting that adverse information unrelated to a personnel complaint not be included in the personnel file of a former sworn employee, the Commanding Officer, Personnel Division, shall:

- * Review the appeal and information to be included in the personnel file;
- * Approve or deny the appeal;
- * Notify the former employee of the determination of his/her appeal; and,
- * File the report in the appropriate file.

Note: The decision of the Commanding Officer, Personnel Division, is final. When no response is received within 30 days following notification of the former sworn employee, the information shall be marked "No Response" and placed in the personnel file.

DISTRIBUTION "A"

NOVEMBER 20, 1987

AMENDMENT: This Order adds Section 3/760.92 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

A handwritten signature in dark ink, appearing to read 'Daryl F. Gates', is written over the printed name and title.

DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 16

DECEMBER 4, 1987

SUBJECT: UNIFORMS AND PERSONAL EQUIPMENT—REVISED

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions to the Uniforms and Personal Equipment Section of the Department Manual.

PROCEDURE:

I. UNIFORMS APPROVED FOR DEPARTMENT EMPLOYEES.

- * **Mounted Horse Detail Uniform.** The Mounted Horse Detail uniform has been approved for officers assigned to the Mounted Unit, Metropolitan Division. The uniform shall meet the specifications as prescribed in the Department Uniform and Personal Equipment Specifications Manual.
- * **Department Beach Detail/Bicycle Patrol Uniform.** The Beach Detail/Bicycle Patrol uniform has been approved for officers assigned to the Beach Detail or to Bicycle Patrol. The uniform shall meet the specifications as prescribed in the Department Uniform and Personal Equipment Specifications Manual.
- * **Maternity Uniform.** The maternity uniform has been approved for pregnant officers when it becomes impractical for them to wear a basic uniform. The uniform shall meet the specifications as prescribed in the Department Uniform and Personal Equipment Specifications Manual.
- * **Jumpsuits.** Jumpsuits have been approved for the Off-road Vehicle Enforcement Team. The uniform shall meet the specifications as prescribed in the Department Uniform and Personal Equipment Specifications Manual.

II. INSIGNIA AND PINS APPROVED FOR DEPARTMENT EMPLOYEES.

- * **Area Identification Pins.** Area identification pins may be worn by Department employees. The pins shall be worn on the lower left corner of the right pocket flap.
- * **Explosives Ordnance and Demolitions Division, Insignia.** Officers who have successfully completed the United States Army Hazardous Devices School shall wear the insignia of the Explosives and Demolitions Division when assigned to the Firearms Identification and Explosives Section, Scientific Investigation Division. The insignia shall be worn centered below the upper mid-seam of the left shirt pocket flap.
- * **Safe Driving Pin.** Officers awarded the safe driving pin may wear it while on duty. Uniformed officers who choose to wear the pin shall display it on the extreme upper left portion of the left pocket flap of the uniform shirt. Non-uniformed employees may wear the safe driving pin on their jacket lapel.

III. ADDITIONAL AMMUNITION. The carrying of additional .38 caliber ammunition is authorized provided it is carried in double dump pouches. The double dump pouches shall be worn immediately behind the holster. When worn with an additional handcuff case, the double dump pouches shall be worn centered between the handcuff cases.

IV. ADDITIONAL HANDCUFF CASE. An additional handcuff case may be worn by uniformed officers and shall be worn centered over the hip pocket on the same side as the holster.

V. SIDE HANDLE BATON. Uniformed officers shall carry the 24-inch side handle baton.

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VI. CHEMICAL IRRITANT CONTROL DEVICE. Uniformed field personnel shall carry the device in its holster on the equipment belt between the ammunition case and the baton holder.


VII. FINGERNAILS. Officers' fingernails shall *not* extend more than ¼ inch from the tip of the finger or interfere in any way in the performance of the primary police task or with the safe drawing of the service revolver.

Note: Uniformed officers wearing fingernail polish shall use a conservative shade, without decals or ornamentation. The concerned commanding officer shall determine the appropriate and suitable shades of fingernail polish.

VIII. HAIR STANDARDS UNIFORMED. For reasons of officer safety, on duty uniformed female employees assigned to field duty shall *not* arrange their hair in a ponytail hairstyle.

AMENDMENTS: This Order adds Sections 3/622.45, 3/622.55, 3/622.70, 3/624.20, 3/624.30, 3/635.15, 3/639, 3/639.10, 3/639.20, and 3/641.40 to; amends Sections 3/605.22, 3/605.30, 3/611.50, 3/619.20, and 3/627.20 of; and deletes Sections 3/635.50, 3/635.51, 3/635.52, 3/635.53, and 3/655 from, the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 17

DECEMBER 18, 1987

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

I. MONITORING LIMITED TOUR ASSIGNMENTS. Personnel and Training Bureau (PTB) has the responsibility for monitoring the assignment of sworn officers in limited tour assignment positions (Manual Section 3/763.67). The intradivisional transfer of officers into and out of limited tour assignments without the submittal of a Request for Transfer and/or Change in Paygrade, Form 1.40, does not permit PTB to adequately monitor this personnel practice. This Order expands the procedures for monitoring personnel in limited tour assignment positions.

A. Commanding Officer—Responsibility. Commanding officers of sworn personnel assigned to limited tour assignment positions within their command shall:

- * Ensure that a Request for Transfer and/or Change in Paygrade, Form 1.40, is completed on each affected employee and forwarded through the chain of command to Personnel Division whenever there is a personnel change in a limited tour assignment.
- * Monitor limited tour assignment positions to ensure that assigned personnel do not exceed the maximum allowable time in the positions.

B. Bureau Commanding Officer—Responsibility. Limited tour assignments may be extended with written approval of the concerned bureau commanding officer or Office Director as appropriate (3/763.67). When a limited tour assignment has been extended, a copy of the written approval shall be forwarded to Personnel and Training Bureau.

C. Personnel Division—Responsibility. Personnel Division shall monitor limited tour assignments and notify the officer's commanding officer and the concerned bureau commanding officer or, if none, the concerned Office Director, whenever an officer approaches or exceeds the expiration date of a limited tour assignment.

AMENDMENT: This Order amends Section 3/763.67 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

II. SEMI-ANNUAL EQUIPMENT INSPECTION FOR ALL DEPARTMENT PERSONNEL—REVISED. Non-uniformed personnel, detectives, and bureau-wide task forces are becoming more involved in the direct suppression of crime on the streets of Los Angeles. This has resulted in the need to ensure that all Department personnel are properly equipped to perform the duties of a police officer. Currently, individual inspections are made of the uniforms and equipment of all employees who are assigned to uniformed duty. This Order expands the inspections to include the equipment of non-uniformed personnel.

A. Commanding Officer's Responsibility. Commanding officers shall cause detailed, individual inspections to be made of the uniforms and equipment of all employees assigned uniformed duty (3/614 and 3/621) and the equipment of all other sworn personnel in their command (3/627.10). These inspections shall be made in conjunction with the semi-annual performance evaluation.

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- B. Supervisor's Responsibility.** The supervisor who presents a completed performance evaluation to an employee shall review the Individual Uniform and Equipment Division Inspection Record, Form 1.41, with the employee. After verifying the contents and updating the Form 1.41, the supervisor shall indicate in the check box provided on the Performance Evaluation Report, Form 1.78, that this has been done.

Note: The Performance Evaluation Report will be revised to include an inspection check box at the next printing.

AMENDMENT: This Order amends Section 3/660.30 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- III. ASSISTING DISABLED MOTORISTS.** The California Vehicle Code requires every law enforcement agency that provides traffic enforcement to adopt a written policy to render assistance to disabled motorists. Although it is the policy of the Department to provide necessary assistance and advice to all persons, the Department has not had a *specific* written policy to assist disabled motorists. This Order establishes written policy for rendering assistance to disabled motorists.

Whenever practical, on- or off-duty officers in uniform in a distinctively marked police vehicle shall render necessary aid and/or assistance to a driver or occupant of a disabled motor vehicle on highways within the City of Los Angeles.

Note: Officers shall be guided by Department Manual Section 4/223.30 when towing service is requested or needed, and by Section 4/233.40 when it is necessary to use a police vehicle to move a disabled vehicle from a highway.

AMENDMENTS: This Order amends Section 1/130.60 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each geographic bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 18

DECEMBER 28, 1987

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. SUPERVISION OF PROBATIONARY OFFICERS.** This Order assigns additional responsibilities to commanding officers and supervisors of probationary employees who are not progressing at a satisfactory level to ensure that these employees receive the opportunity to become permanent employees of the Department.

COMMANDING OFFICER - RESPONSIBILITIES. Upon becoming aware that a probationary employee under their command is not progressing at a satisfactory level, commanding officers shall:

- * Telephonically notify the Commanding Officer, Employee Opportunity and Development Division;
- * Assign a supervisor, other than the field training sergeant, to monitor the training of the probationer; and
- * Ensure that the monitoring continues and the probationer's performance is properly documented until the progress is either at a satisfactory level or the termination proceedings are begun if the performance continues to be unsatisfactory.

SUPERVISOR RESPONSIBILITIES. A supervisor assigned to monitor the training of a probationary employee who is not progressing at a satisfactory level shall:

- * Review the training, observation reports and remedial training given to the probationer;
- * Identify the training needs of the probationer and ensure that the necessary training is provided;
- * Monitor the training and accurately document the probationer's performance and progress; and,
- * Coordinate with the supervisor assigned by Employee Opportunity and Development Division to monitor the probationer's progress.

AMENDMENT: This Order amends Sections 3/760.50 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. LEAVES OF ABSENCE—LEVELS OF REVIEW.** Currently, requests for leaves of absence which are of an unusual nature or exceed specified time periods are reviewed by the Commanding Officer, Personnel and Training Bureau, and the Director, Office of Administrative Services. In most cases, review by successive levels of authority has no beneficial result as discretion to deny such requests is severely limited. This Order deletes the requirement for requests for leaves of absence to be reviewed by the Commanding Officer, Personnel and Training Bureau, and the Director, Office of Administrative Services.

Requests for leaves of absence shall be approved or denied by the employee's commanding officer and reviewed by the Commanding Officer, Personnel Division.

Exception: Requests for leaves of absence for military leaves exceeding 180 days, disability caused by pregnancy or childbirth exceeding 120 days, medical leaves for probationary employees, and leaves of a discretionary nature which exceed 60 days and have been approved by the Commanding Officer, Personnel Division, shall be forwarded to the Commanding Officer, Personnel and Training Bureau, for review and approval.

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NOTE: The Request for Leave of Absence, Form 1.36.0, will be revised at the next routine printing to delete the requirement for review by the Director, Office of Administrative Services.

AMENDMENTS: This Order amends Section 3/730.10 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- III. REVISION OF DEPARTMENT MANUAL SECTION 5/1400.** The Tactical Manual is being revised to provide a more workable and functional guidebook, which can be easily referenced during a tactical situation. Therefore, forms information is being removed from the Tactical Manual and placed into the Department Manual. This Order transfers the provisions of Tactical Manual Section B/1400, Unusual Occurrence Control Forms, to Department Manual Section 5/1400, Unusual Occurrence Control Reports. Responsibility for revising the forms and updating the procedures contained in this Chapter shall remain with Tactical Planning Section, Headquarters Uniformed Services Group.

AMENDMENT: This Order amends Section 2/1030.41 and 5/1400 of the Department Manual.

- IV. FLYING THE NATIONAL FLAG AT HALF-STAFF.** Realignment of Department functions has resulted in notifications not being properly made when the National Flag is to be flown at half-staff. This Order revises the notification procedures for lowering the Flag of the United States to half-staff at a Department facility.

DETECTIVE HEADQUARTERS DIVISION—RESPONSIBILITIES. The Department of General Services will notify the Administrative Information Unit, Detective Headquarters Division (DHD) when the Mayor's Office orders the National Flag to be lowered to half-staff. Upon notification, DHD shall notify the following Department entities of the dates and times the Flag is to be lowered to half-staff:

- * Office of the Chief of Police; and,
- * The Watch Commander, Records and Identification Division.

RECORDS AND IDENTIFICATION DIVISION—RESPONSIBILITIES. The Watch Commander, Records and Identification Division, shall teletype an order to lower the National Flag to all Areas and other Department facilities which fly the Flag. The teletype shall include the reason for the lowering of the Flag and indicate the dates and times that the Flag is to be lowered to half-staff.

NOTE: Jail Division shall be responsible for the lowering of the Flag at Parker Center.

AMENDMENTS: This Order amends Section 3/234.90 of the Department Manual.

AUDIT RESPONSIBILITIES: The Commanding Officer, Detective Headquarters Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

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